

NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

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Date: 13 MAR 1978

26 March 1958

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #12
Assessment and Evaluation Staff
19-25 March 1958

1. Chief, A&E interviewed [] an applicant, for a position on the A&E Staff. It is felt that a person of his background would be particularly valuable in the Training Evaluation Branch. [] is interested even though he will have to come over at his present grade which is a GS-13. Because [] is receiving other offers some of which will be at a higher grade level, the Office of Security has been contacted to see whether his processing could be expedited. It is my judgment that the quicker he is cleared and a firm offer can be made, the more likely it is he will come.

2. An interim report on the contract with [] concerning the [] was received. This test continues to look promising. It does not appear to be related to conventional pencil and paper tests, and it shows promise of distinguishing certain kinds of occupational groups. Some 20 insurance salesmen have been tested. All of these have obtained low scores on the test. It is this kind of evidence which encourages us to believe that the [] will make a real contribution to the assessment process.

3. Clerical and typing tests for applicants for summer employment are being given Saturdays at 1016 16th Street. On 15 March, 33 applicants were tested and on 22 March, 71 applicants took the tests. A steady increase in this testing load is anticipated and provisions have been made to test a maximum of 160 applicants on 12 April, the last Saturday on which these tests are scheduled.

4. The question of field tests for individuals who could not come to Washington will be discussed with O/P next week. To date, the need for testing applicants in [] Texas has been resolved by the use of records of prior tests which were on file in A&E.

5. The administrative personnel of the A&E Staff met with [] on March 25. [] talked to the group for an hour on the nature of the activities of the Training Evaluation Branch.

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This continues the informal training program for the Administrative Staff. Two or possibly three more such meetings will be held, the speakers to come from within A&E, and to continue briefing the staff more fully on the nature of A&E activities. This program is proving very valuable in showing the clerical staff the reasons for the procedures they carry out. This knowledge makes their jobs more interesting to them.

6. The student who received the lowest grade record in OC#5 was discussed with his supervisor, [REDACTED] concluded from the training results that the individual should not be sent to the field. Intensive assessment was recommended to aid in career planning. He is being assessed on 24-25 March 1958.

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7. An A&E representative participated in a panel discussion to determine the qualifications of an individual from TSS for an extensive full-time training program at CREI. Approved.

8. A young man in WH was proposed for an overseas assignment as an Operations Officer/PP. A Personnel Assignment Officer, in reviewing the file which included a record of poor performance in the OC, had some doubts about the man's ability to handle the proposed assignment. The results of testing in February 1956 when the subject was a JOT applicant were reviewed. Our interpretation of these test results indicated that the proposed O/S assignment did not appear suitable for several reasons. This information was transmitted to the Division by the Personnel Assignment Officer.

One month later the subject's file was reviewed by A&E for the M-S-P-T O/S review Panel and A&E findings were presented to the Panel. At the Panel A&E strongly recommended that his assignment be postponed because of evidence of immaturity and general unsuitability for such an assignment at this time. Intensive assessment was recommended.

Early in March the subject was intensively assessed. Assessment findings clearly confirmed previous comments and recommendations. With careful guidance and development the subject appears to have the potential for developing into an effective intelligence officer, but too much independent responsibility too soon would most probably result in ineffective performance.

9. [REDACTED] CI Staff, called C/TEB on Monday, 24 March, to compare notes on the Audio Countermeasures Course. Having read our course report, [REDACTED] was anxious to review the implications

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25X1 of any change in emphasis on theory which might occur in the next presentations. He tends to agree that there will be a change of emphasis. This is a matter of importance to him at the moment, because according to [] the DDP approved a proposal to extend the course to six weeks. A major reason for the approval was a feeling that more time is required to absorb the theoretical background. C/TEB pointed out that regardless of what happens to the theoretical emphasis, complete coverage of materials omitted from the first running of the course, the increased facilities which will soon be available, and the desirability for more practical work can adequately justify a longer program. [] intends to "see what happens during ACC#2 before going further on the course extension problem."

25X1 10. C/TEB and [] on Friday to meet with [] The ensuing review of general operating problems was a good first step in phasing [] into the impending role as AIT. Our major topic for discussion was the proposed training program for JOT's. The effort already underway in reviewing and reorganizing the Operations Course is entirely consistent with field training obligations to the new program, and there was general agreement that the first step should be to maximize the effectiveness of the present program.

25X1 11. C/TEB met with [] for a "first review." Mr. [] will meet on Thursday, 27 March, to discuss the manner in which Training Evaluation Branch should endeavor to support the covert training program.

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Chief, Assessment and Evaluation